

**BRIAR CREEK TOWNSHIP SUPERVISORS**

Organizational / Re-Organization Meeting

January 6, 2025 / 6:00 PM

Briar Creek Township Municipal Building, 150 Municipal Rd., Berwick, PA 18603, Columbia County, PA

The 2025 Re-Organization Meeting of the Supervisors of Briar Creek Township, Columbia County, PA was held at the Township Municipal Building on January 6, 2025, scheduled for 6:00 PM. Present were the following: Supervisors C. Fisher, J. Gallagher, T. Heller, D. Sarge, M. Sitler, Secretary/Treasurer S. Johnson, Township Manager T. Frace, Road Master S. Rauch and Police Chief K. Cunnington.

**Agenda & Meeting Minutes**

- Call Meeting to Order at 6:00 PM
- Pledge of Allegiance was completed by all present
- Appoint Temporary Chairperson – See Motion Table below.
- Supervisors Organizational Motions – See Motion Table below.
- Recognition of Guests/Guest Presentations – N/A
- Public Comment – N/A
- Adjourn – 6:40 PM, motioned by M. Sitler and seconded by J. Gallagher

#	MOTION	By	2nd	Vote
1	<ul style="list-style-type: none"> <li>• Temporary Chairperson: Craig Fisher</li> </ul>	MS	JG	4-0
2	<ul style="list-style-type: none"> <li>• Nominate &amp; Elect Chairperson: Craig Fisher</li> <li>• Nominate &amp; Elect Vice-Chairperson: Max Sitler</li> </ul>	JG	TH	4-0
3	<ul style="list-style-type: none"> <li>○ Meeting Dates                             <ul style="list-style-type: none"> <li>○ Supervisors Meetings – JAN 6, FEB 3, MAR 3, APR 7, MAY 5, SEPT 2, OCT 6, NOV 3, DEC 1</li> <li>○ Combined Supervisors' Meetings &amp; Work Sessions - JUN 2, JUL 7, AUG 4</li> <li>○ Work Sessions - JAN 20, FEB 17, MAR 17, APR 21, MAY 19, SEPT 15, OCT 20, NOV 17, DEC 15</li> <li>○ Planning Commission Meetings - JAN 13, FEB 10, MAR 10, APR 14, MAY 12, JUN 9, JUL 14, AUG 11, SEP 8, OCT 13, NOV 10, DEC 8</li> <li>○ Supervisors' Meetings/Work Sessions begin on Mondays at 6:00 PM. Planning Commission Meetings begin on Mondays at 6:00 PM. All meetings are held at 150 Municipal Road, Berwick, PA 18603.</li> <li>○ Multi-municipal Comprehensive Plan Joint Meetings between BCT &amp; NCT are scheduled quarterly for the following dates: at NCT: FEB 24, MAY 27, at BCT: APR 28, AUG 25, DEC 2.</li> </ul> </li> <li>• PSATS Annual Conference Dates: 4-7MAY2025</li> </ul>	MS	JG	5-0
4	<ul style="list-style-type: none"> <li>○ Secretary/Treasurer: Shannon Johnson</li> <li>○ Salary rate per hour: \$17.85</li> </ul>	MS	DS	5-0
5	<ul style="list-style-type: none"> <li>○ Treasurer's Bond of \$725,000.00                             <ul style="list-style-type: none"> <li>○ Cost: \$613.00</li> <li>○ Renewal date: 12/20/2025</li> </ul> </li> <li>• Recommendations to Auditors</li> </ul>	MS	JG	5-0
6	<ul style="list-style-type: none"> <li>○ Township Manager: Tom Frace                             <ul style="list-style-type: none"> <li>○ Salary rate per hour: \$28.85/hr. (\$60,000.00/year)</li> </ul> </li> <li>○ Township Manger's Bond of \$725,000.00                             <ul style="list-style-type: none"> <li>○ Cost: \$613.00</li> <li>○ Renewal date: 12/02/2025</li> </ul> </li> <li>○ Recommendations to Auditors</li> </ul>	MS	JG	5-0

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7	<ul style="list-style-type: none"> <li>○ Working Supervisor(s)                             <ul style="list-style-type: none"> <li>○ Includes all Supervisors</li> <li>○ Salary rate per hour: \$15.00</li> <li>○ M. Sitler made a motion to change the Salary rate per hour: \$20.00</li> </ul> </li> </ul> <p>Recommendations to Auditors</p>	DS	JG	5-0
8	<ul style="list-style-type: none"> <li>● Part-time As Needed for Maintenance Dept.: Terry Albertson &amp; Carl Hess &amp; Charles Koch</li> <li>● Salary rate per hour: \$25.00</li> </ul>	JG	DS	5-0
9	<ul style="list-style-type: none"> <li>● Full-time Maintenance Dept. Randolph L. Brink Jr.</li> <li>● Salary rate per hour: \$19.50</li> </ul>	JG	DS	5-0
10	<ul style="list-style-type: none"> <li>● Road Master: Slade Rauch</li> <li>● Salary rate per hour: \$ 28.11</li> <li>● Monthly Phone Stipend: \$ 42.16</li> <li>● 10 Sick Days (Added to agreement after 1<sup>st</sup> vote, rescinded with 2<sup>nd</sup> vote, requiring 3<sup>rd</sup> vote)</li> <li>● One Call Responsibility (Added to agreement requiring 1st vote, rescinded with 2<sup>nd</sup> vote, requiring 3<sup>rd</sup> vote)</li> <li>● Reimbursement for health insurance – \$325.00; Health reimbursement to increase with insurance premium percentage increase</li> </ul>	1 <sup>st</sup> MS 2 <sup>nd</sup> JG 3 <sup>rd</sup> MS	JG MS JG	5-0 5-0 5-0
11	<ul style="list-style-type: none"> <li>● Sewage Enforcement Officer: William Brior - Brior Environmental Services, Inc.</li> <li>● Alternate Sewage Enforcement Officer: Robert Fugate - Brior Environmental Services Inc.</li> <li>● Fees according to schedule</li> </ul>	MS	JG	5-0
12	<ul style="list-style-type: none"> <li>● Zoning &amp; Codes and Third-party Inspectors/UCC/Property Maintenance: Larry C. Frace Inspections, LLC</li> <li>● Fees according to schedule</li> </ul>	MS	JG	5-0
13	<ul style="list-style-type: none"> <li>● IS/IT Officer: Tom Frace</li> </ul>	MS	JG	5-0
14	<ul style="list-style-type: none"> <li>● Police Chief: Kristen Cunningham</li> <li>● Salary as per annual contract: \$82,000.00</li> </ul>	MS	DS	5-0
15	<ul style="list-style-type: none"> <li>● Sergeant: Harold Morris</li> <li>● Salary: rate per hour as per contract: \$34.89</li> </ul>	MS	JG	5-0
16	<ul style="list-style-type: none"> <li>● Senior Patrolman: Lee Pitonyak</li> <li>● Salary: rate per hour as per contract: \$32.93</li> </ul>	MS	JG	5-0
17	<ul style="list-style-type: none"> <li>● Patrolman II: Cole Shaffer</li> <li>● Salary: rate per hour as per contract: \$24.94</li> </ul>	MS	JG	5-0
18	<ul style="list-style-type: none"> <li>● Probationary Officer: Emmanuel Uribe-Gonzalez</li> <li>● Salary: rate per hour as per contract: \$21.00</li> </ul>	MS	JG	5-0
19	<ul style="list-style-type: none"> <li>● Paid Holidays, &amp; Vacation, Personal, Sick Time, and other approved leave shall be according to whichever is applicable to employees: Contract for uniformed employees or Employee Handbook for Non-Uniformed Employees, unless otherwise previously mentioned.</li> <li>● Township office to be closed on holidays provided to full-time employees.</li> </ul>	JG	MS	5-0

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20	<ul style="list-style-type: none"> <li>• Township Solicitor: Hummel, Lewis &amp; Davidson, LLP</li> <li>• Fees according to schedule – Resolution #1 of 2025</li> </ul>	MS	JG	5-0
21	<ul style="list-style-type: none"> <li>• Township Engineer: LIVIC Civil</li> <li>• Fees according to schedules</li> <li>• M. Sittler asked we set up meetings with the other 2 candidates to review other their proposals.</li> </ul>	MS	DS	5-0
22	<ul style="list-style-type: none"> <li>• Vacancy Board: Dennis Peters</li> </ul>	DS	MS	5-0
23	<ul style="list-style-type: none"> <li>• Depository: Journey Bank – Primary *Maintain Minimum Balance at FKCB</li> <li>• *C. Fisher abstained due to conflict of interest (husband to bank employee)</li> </ul>	DS	JG	4-0-1
24	<ul style="list-style-type: none"> <li>• Personal vehicle mileage reimbursement set at Federal Rate by Internal Revenue Service: current standard mileage is 0.70 per mile</li> </ul>	JG	DS	5-0
25	<ul style="list-style-type: none"> <li>• Certify Voting Delegate to the State Annual Convention: Thomas Frace</li> <li>• Alternate: Craig Fisher</li> </ul>	DS	MS	5-0
26	<ul style="list-style-type: none"> <li>• Insurance Carrier: Kilmer</li> </ul>	MS	JG	5-0
27	<ul style="list-style-type: none"> <li>• Appoint Auditors: Brenda Gensemer, Diane West, Wendy Kupsky</li> <li>• Salary rate per meeting: \$10.00</li> </ul>	MS	JG	5-0
28	<ul style="list-style-type: none"> <li>• CPA to perform 2024 Annual Audit &amp; Financial Report: Wagner, Dreese, Elsasser &amp; Associates</li> <li>• Fees according to schedule</li> </ul>	MS	JG	5-0
29	<ul style="list-style-type: none"> <li>• Planning Commission                             <ul style="list-style-type: none"> <li>○ Appointing Administrator: Ron Samsel                                     <ul style="list-style-type: none"> <li>▪ Administrator rate per meeting: \$100.00 per month</li> </ul> </li> <li>○ Re-appointing Members: Dan Marston, Greg Ash, John Gallagher, Kevin Drumheller, and Justin Pierce                                     <ul style="list-style-type: none"> <li>▪ Members rate per meeting: \$25.00 per meeting</li> </ul> </li> </ul> </li> </ul>	MS	DS	5-0
30	<ul style="list-style-type: none"> <li>• Zoning Hearing Board Solicitor: Kevin Tanribilir</li> <li>• Fees according to schedule</li> </ul>	MS	DS	5-0
31	<ul style="list-style-type: none"> <li>• Zoning Hearing Board (ZHB)                             <ul style="list-style-type: none"> <li>○ Re-appoint Chairperson/ZHB Member: Frank Bedosky</li> <li>○ Re-appoint ZHB Members: Donald Bower, Patricia Leighow &amp; Alternate: M. Goresh</li> </ul> </li> <li>• ZHB Member rate per meeting: \$75.00</li> </ul>	MS	JG	5-0
32	<ul style="list-style-type: none"> <li>• Uniform Construction Appeal Board (UCAB)                             <ul style="list-style-type: none"> <li>○ Appointing UCAB Members (3) and an Alternate UCAB Member                                     <ul style="list-style-type: none"> <li>▪ (1) _____, (2) _____, (3) _____</li> <li>▪ Alternate: _____</li> </ul> </li> <li>○ UCAB Member rate per meeting: \$_____</li> </ul> </li> </ul>	MS	JG	5-0
33	<ul style="list-style-type: none"> <li>• Appoint Township BAJSA Representative: Melissa Fisher *T. Heller abstained due to being employed by BAJSA. C. Fisher abstained due to relationship with M. Fisher</li> </ul>	MS	DS	3-0-2

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34	<ul style="list-style-type: none"> <li>Right to Know Officer: Shannon Johnson</li> <li>Alternate: <u>Tom Frace</u></li> </ul>	MS	DS	5-0												
35	<ul style="list-style-type: none"> <li>Township Representative to Columbia County Tax Collection Committee: Shannon Johnson</li> <li>Alternate: <u>Tom Frace</u></li> </ul>	MS	DS	5-0												
36	<ul style="list-style-type: none"> <li>Pension Plan &amp; Health Insurance Plan Administrator: Shannon Johnson</li> </ul>	MS	DS	5-0												
37	<ul style="list-style-type: none"> <li>EIT Collector: Berkheimer</li> </ul>	MS	JG	5-0												
38	<ul style="list-style-type: none"> <li>Taxes                             <ul style="list-style-type: none"> <li>Real Estate: 7.5 mills</li> <li>Fire: 1 mill</li> <li>Street Light Assessment: \$34.00 (Briar Creek Township)</li> <li>Street Light Assessment: \$9.00 (Briar Crest)</li> </ul> </li> </ul>	DS	JG	5-0												
39	<ul style="list-style-type: none"> <li>Liaison to:                             <table border="1" data-bbox="227 898 1031 1165"> <tr> <td>▪ Police Dept.</td> <td>Max Sittler</td> </tr> <tr> <td>▪ Fire Dept.</td> <td>Craig Fisher</td> </tr> <tr> <td>▪ Office</td> <td>Dan Sarge</td> </tr> <tr> <td>▪ Maintenance</td> <td>John Gallagher</td> </tr> <tr> <td>▪ Codes</td> <td>Todd Heller</td> </tr> <tr> <td>▪ Planning &amp; Comp. Plan</td> <td>John Gallagher</td> </tr> </table> </li> </ul>	▪ Police Dept.	Max Sittler	▪ Fire Dept.	Craig Fisher	▪ Office	Dan Sarge	▪ Maintenance	John Gallagher	▪ Codes	Todd Heller	▪ Planning & Comp. Plan	John Gallagher	MS	DS	5-0
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▪ Planning & Comp. Plan	John Gallagher															
40	<ul style="list-style-type: none"> <li>Emergency Management Coordinator: Harold Kern</li> </ul>	MS	JG	5-0												
41	<ul style="list-style-type: none"> <li>Authorization to pay operating disbursements between meetings</li> </ul>	MS	DS	5-0												
42	<ul style="list-style-type: none"> <li>Authorization to pay operating disbursements electronically (where available with bank/vendor)</li> </ul>	MS	JG	5-0												
43	<ul style="list-style-type: none"> <li>For Training/Consultancy Purposes for Township Business on as needed basis supporting Secretary/Treasurer Shannon Johnson &amp; new Township Manager Thomas Frace:</li> <li>Appoint to pay Darlene Gabsewics at a rate of \$65.00 per hour</li> </ul>	MS	JG	5-0												

*CF = Craig Fisher    DS = Dan Sarge    JG = John Gallagher    MS = Max Sittler    TH = Todd Heller*